

Iowa Transit System Statistical Report Instructions

1. Name and quarter ending date.

2. Accounting Method -Please select whether a cash accounting or accrual accounting method was used to provide the figures in the report. *Please note: Fourth quarter and year-end statistical reports must be on an accrual basis.*

Cash Accounting -When using this method of accounting, your books show only money paid out and revenues received. Systems using cash basis for accounting must submit annual adjustments so that final year-to-date figures are on an accrual basis.

Accrual Accounting -This method takes into account expenses and revenues as they are incurred whether funds have actually changed hands or not.

3. Contract/Service – All services performed by the transit system and/or its contractors should be listed. There should be separate listing for each contract and each type of service provided. If a contract covers more than one type of service (ie: general public and restricted client) these must be reported on separate lines. In systems with subcontracted providers, there should be a separate listing for each contract and each type of service offered by each provider. If multiple contracts support a particular service so that they cannot be separated, they may be grouped with OPT concurrence. Often these may be described based on the agency contract which provides the greatest share of the funding for the service. If the contract with an agency provides for differing terms in different areas, each service area should be reported. Urban transit systems should at least break service down by mode (fixed route, paratransit/demand-response, vanpool, etc.) If JARC, NF, ICAAP or intercity bus assistance is received, these services must be reported separately. Charters and restricted client services must be reported separately.

4. Type of Service – For each service listed, choose the category that applies. NOTE: If a contract involves more than one category of service, they should be broken out so that there is a single category for each line. [If it is determined that any line includes services of a category other than that shown, the line may be dropped from any calculations for formula funding.]

Public Transit Service (PT) – Service must be open to and advertised to the general public, even if designed around the needs of a specific group, or involving reduced or free fares for certain groups.

JARC Service (JO) – Service funded under FTA’s Job Access/Reverse Commute program (5316)

New Freedom (NF) – Service funded under FTA’s New Freedom Program (5317)

Iowa Clean Air Attainment Program (ICAAP) – Service funded under Iowa’s Congestion Mitigation and Air Quality Improvement Program

Inter-city Bus Service (IC) – Service must be open to and advertised to the public, but is funded under Iowa’s inter-city bus assistance program.

Charter Service (CH) – Service operated under a single contract (for a single or group charge) with an individual or a group which does not have an on-going contract with the transit system.

Vanpool Service (VP) – Service operates with volunteer drivers for an exclusive group of subscription riders.

Delivery Service (DE) – Service involving use of vehicles for delivery of something other than passengers (meals, parcels, furniture, luggage, etc.).

Other Incidental Services (OT) – Any other activity which generates revenue through the use of transit funded equipment or facilities. Examples: facility/equipment rentals, non-transit maintenance, etc.

5. Other System Counts – If the listed service is being performed under contract for another transit system, select the appropriate 3 digit identifier from the drop down menu.

6. Rides Provided (*include transfers*) -Enter the total number of rides in each category including transfers, if any. Each time a passenger boards they should be counted as a ride.

Public Transit Service -Includes all riders aboard services open to the public.

Charter/Sight-seeing Service -Service that is operated on an occasional basis for agencies other than those with on-going public transit service purchase agreements or contracts with the transit system.

7. Elderly -The age determination for elderly is a local decision. However, for Section 5307 systems FTA requires that if a person holds a Medicare card, the person must ride for one-half the fare during non-peak service hours.

8. Disabled -Disabled persons are determined locally.

9. Vehicle Miles of Travel -Enter the total number of miles driven by all vehicles during the quarter. This includes vehicles not used for service (*staff cars, maintenance vehicles, etc.*).

10. Revenue Miles of Service -Enter the total number of miles driven while providing service to passengers for each category. For uniformity in reporting the following definition will be used:

Revenue Miles are miles driven while providing service to passengers or en route between passengers.

Non-revenue Miles (*deadhead miles*) are miles driven for non-passenger purposes such as fuel stops, service stops, picking up supplies, etc., as well as miles required to get a vehicle from its home base to its service area en route.

11. Revenue Hours of Service -Enter the number of hours vehicles were operated for revenue purposes for each category. The definition of revenue hours is the same as revenue miles.

12. Operating Expenses -Enter total operating expense for the quarter for each category. Do not include any capital or planning expenditures including the matching funds. Operating expenses are only those costs involved in the actual operation and administration of the service on an ongoing basis without adding to the physical assets of the system. Examples of operating expenses are: telephone, office rent, gas, insurance, driver's salary, etc.

13. Operating Revenues -Enter the revenues received for the quarter in the proper categories. Do not include any capital.

Passengers -Money paid by rider to the transit provider for service. This includes revenue collected on board vehicles plus monthly passes and donations. All farebox revenue should be reported whether it is retained by the transit system or passed on to a contracting agency.

Passenger Transportation Contracts -Money received from organizations that have contracted with the system to provide public transit services.

Non-passenger Transportation Revenue -Any revenues received by the system for activities, which are not specifically passenger transportation, such as meals-on-wheels, parcel delivery, interest, and advertising revenues.

Incidental Passenger Revenue -Any revenues received from incidental passenger service, including charters.

Local Tax -Local tax funds received for general support of transit operations or the support of transit services to specified client groups. *(For the purpose of this report, this shall include involuntary fees charged to college students without regard to their use of transit service.)*

Federal Transportation Administration (FTA) -All revenues received for operating expenses under provisions of Section 5307 or 5311. *(Includes fellowships for Section 5311 recipients.)*
State Transit Assistance (STA) -All revenues received for operating expenses from State Transit Assistance formula and special project funds. *(Includes fellowships for Section 5307 recipients.)*

NTD portion of Year-end Report:

Reportable Incident

A safety or security incident occurring on transit property or otherwise affecting revenue service that results in one or more of the following conditions:

- A fatality confirmed within 30 days of the incident;
- An injury requiring immediate medical attention away from the scene for one or more persons;
- Property damage equal to or exceeding \$25,000;
- An evacuation for life safety reasons

Property Damage

The estimated dollar value of all property that is damaged in a Reportable Incident. This includes transit-owned property and other vehicles and property involved in the incident that are not owned by the transit agency (excludes personal property such as cell phones and computers). Property damage also includes the cost of clearing wreckage

Injury

Any physical damage or harm to persons as a result of an incident that requires immediate medical attention away from the scene.

Fatality

A death or suicide confirmed within 30 days of a reported incident. Does not include deaths in or on transit property that are a result of illness or other natural causes